

Checklist for Consular Report of Birth Abroad (CRBA)

American Citizen Services - U.S. Mission to Vietnam – Contact Us: vn.usembassy.gov/accountant

This checklist includes all documents required to apply for a CRBA (as well as a U.S. passport, if applicable). Please print out this checklist to bring to your appointment with your signature and date. (Each child applying for a CRBA must schedule a separate appointment by following the instructions at: vn.usembassy.gov/schedule-crab.) If there are any items on this Checklist that you are unsure about, please contact us at: vn.usembassy.gov/accountants.

Check the appropriate box in front of each document that you bring. Many of the documents require that you submit both an original and a photocopy. The documents should be placed in the same order as the checklist with the original on top of the copy. If you do not bring a photocopy as indicated, you may be charged \$1.00 for each page. If a certified English translation is required, the translation must include a statement by the translator that the “Translation is accurate” and the “Translator is competent to translate.” Several translation companies are listed at: vn.usembassy.gov/translators.

☐ **This signed checklist**

☐ **Non-Refundable Application Fee**

The fee for a Consular Report of Birth Abroad (CRBA) is \$100. The fee for a child’s passport under 16 is \$115; for those 16 and over, the fee is \$145. The cashier accepts cash (either U.S. dollars or Vietnamese dong) and credit/debit cards accepted in the United States (Visa, MasterCard, American Express, Discover, or Diners Club).

Consular Report of Birth Abroad

☐ **Unsigned, completed [Form DS-2029](#)** (Application for Consular Report of Birth Abroad). **Do not sign!**

Both parents should be present at the appointment, but either parent may sign the [Form DS-2029](#) before a Consular Officer. If the parents were not legally married at the time of the child’s birth and the U.S. citizen father is transmitting U.S. citizenship, he must complete Item 28, page 3 of the DS- 2029 and sign it in front of the Consular Officer during the appointment, or Item 28 must be notarized in the U.S. if the father is not appearing. Alternatively, the father may complete [Form DS-5507](#) and sign it in front of a Consular Officer, Passport Specialist, or designated Consular/Acceptance Agent. All applicants must complete in full Sections 24 and 25 of [Form DS-2029](#) before we can process the CRBA application.

☐ **Child’s Birth Certificate** and a certified English translation with two copies of each. Please [CLICK HERE](#) for a sample of the Vietnamese Birth Certificate (Giấy KHAI SINH). The Hospital’s Notice of Birth (Giấy Chứng Sinh) are NOT accepted.

☐ **Evidence of parents’ U.S. citizenship** and two photocopies.

Provide identity evidence of U.S. citizen parent(s) (e.g. U.S. passport, Certificate of Naturalization) before the child was born. If the U.S. citizen parent is not present, submit a certified true copy.

☐ **Passport for non-U.S. citizen parent** and two photocopies of the biodata page.

If passport is not available, submit ID card (CMND) with two certified English translations and two photocopies.

☐ **Parents’ marriage certificate (if applicable)** with certified English translation and one photocopy.

☐ **Divorce and Annulment Decrees/Death Certificates (if applicable)**

You must submit the original(s) plus a certified English translation and one photocopy.

☐ **Evidence of physical presence in the United States**

American parents are strongly encouraged to obtain their Social Security Statement as documentary proof of their five years physical presence in the United States before the child’s birth (two of which must come after the age of fourteen). Assuming it conveys earnings consistent with the time claimed in the United States, this Statement is often the quickest way for consular officers to determine that a parent has sufficient physical presence in the United States. Please visit www.ssa.gov to find out how to obtain a Social Security Statement. Other acceptable documentary proof would be official school transcripts, tax records that include attached W2s, etc. Please make sure that the evidence of your time in the United States is consistent with your travel in and out of the United States. You should provide at least 5 years of evidence and if you did not spend the full year in the United States then you should bring proof from additional calendar years.

☐ **Evidence of parents’ concurrent physical presence in Vietnam (or another country)**

Provide evidence of both parents' physical presence in the same state/country at the time of the child's conception (e.g. visa stamps, photos, airline tickets, airline printouts, etc.)

☐ **Evidence of child's birth and prenatal records**

Please provide additional evidence regarding the child's birth (e.g. hospital/pre-natal records, sonograms, photos of the mother while pregnant).

☐ **Evidence of Name Change**

If either the mother's or father's current legal name does not appear the same on all presented documents, provide official evidence of a name change. Accepted evidence includes marriage licenses, divorce decrees, and official name change documents issued by the U.S. or a foreign government.

Passport

☐ Complete **Form DS-11** online at: pptform.state.gov and PRINT OUT the completed form. **Do not sign!**

Note: You cannot currently list a "Country" when completing the "Emergency Contact" section on our forms. Please list an emergency contact in the United States.

☐ **Photo of the child**

Submit 1 passport photo (5cm x 5cm) taken within the last six months. The photo must show full ears and have a white background. For detailed passport photo requirements, please visit: <https://go.usa.gov/xU7hQ>.

☐ **Signed and Notarized [Form DS-3053](#) (Statement of Consent for Non-Present Parent)**

Children under 16 require both parents/legal guardians to come in person to the U.S. Embassy or Consulate. If one parent/guardian cannot come in person, he/she must submit a signed and notarized original [Form DS-3053](#) and provide a two-sided copy of the photo ID used at the notary. The document must be notarized within 90 days of application and remain valid until the passport is issued, withdrawn, or denied.

Note: Form DS-3053s can be notarized at a U.S. Embassy/Consulate worldwide free of charge. We also accept DS-3053s notarized by a local notary public in certain countries, please visit [the Department of State's website \(7. Show Parental Consent\)](#) for a list of countries where local notary public notarizations are not accepted. For parents present in Vietnam, form DS-3053s must be [notarized by our office](#) and cannot be notarized by a Vietnamese notary public.

Social Security Number

Since October 1, 2017, the U.S. Embassy/Consulate no longer receives Social Security Number (SSN) application for U.S. citizen children under the age of 12 unless receiving prior authorization from the Regional Federal Benefits Officer. We can only accept [Form SS-5](#) applications for U.S. citizen children who are 12 or older. To apply for your child's SSN, please review the instruction at www.ssa.gov. You can also apply for your child's SSN when your child arrives in the United States. Please contact the Social Security Administration (SSA) in the United States directly.

REMINDER:

The biggest obstacle to a quick completion of the CRBA application process is the submission of necessary documents. If you do not bring the applicable documentation included on this checklist, we may cancel your interview and require you to schedule another appointment.

The above checklist is a general guideline; depending on the circumstances of your case, you may be asked to provide additional types of documentation. By U.S. regulation, the U.S. Embassy or Consulate will give you 90 days to submit any additional documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. During this period, the U.S. Embassy or Consulate will respond to inquiries and provide any guidance you need. Please note that all fees are non-refundable. If you have questions, our website, <https://vn.usembassy.gov/u-s-citizen-services/>, has additional details and instructions regarding application processes for CRBAs, passports, and other services.

Thank you and we look forward to seeing you.

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Signature of Applying Parent or Guardian

Date